

BILL NO. **91-24**

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

AS AMENDED

BILL NO. 91-24 (AS AMENDED)

Introduced by Council President Wilson
at the request of the County Executive

Legislative Day No. 91-12 Date April 16, 1991

AN EMERGENCY ACT to repeal the Harford County Pay Plan and Classification Plan and Salary Grade Schedule, Harford County Ordinance No. 90-27, as amended, and to enact a new Classification Plan and Salary Grade Schedule and Pay Plan to stand in lieu of the Ordinances repealed; to provide pay plans for County employees and employees of the following agencies: judicial service employees, State's Attorney employees and the Harford County Sheriff's Office; to further provide for new position plans and salary grades for County classified and exempt employees; all in accordance with Section 603 of the Charter; and to provide that this act shall not be codified in the Harford County Code.

By the Council, April 16, 1991

Introduced, read first time, ordered posted and public hearing scheduled
on: May 21, 1991

at: 7:30 P.M.

By Order: Doris Paulsen, Secretary

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Bill having been published according to the Charter, a public hearing was held on May 21, 1991, and concluded on, May 21, 1991

Doris Paulsen, Secretary

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. Underlining indicates language added to Bill by amendment. Language lined through indicates matter stricken out of Bill by amendment.

BILL NO. **91-24**

AS AMENDED

Section 1. Be It Enacted By The County Council of Harford County, Maryland, that Harford County Ordinance No. 90-27, Harford County Pay Plan is hereby repealed and that new Pay Plans, Classification and Salary Grade Schedules, Exempt Plan and Grade Schedule, Judicial, Sheriff's Office and State's Attorney Office Plans and Schedules, be, and they are hereby enacted to stand in lieu of the repealed Ordinance, all to read as follows:

Harford County Classification Plan

General Administration:

Grade

Administrative Assistant I	S-06
Administrative Assistant II	S-08
Administrative Specialist	M-10
Aging Program Director	M-14
Alcohol/Drug Coordinator	M-10
Assistant County Attorney	M-16
Assistant County Attorney (Entry Level)	M-13
Assistant Secretary of the Council	S-09
Bus Driver	S-02
Bus Driver (Grandfathered)	S-03
Central Services Lead Technician	M-09
Commission for Women Coordinator	M-10
Computer Center Coordinator	M-10
Computer Records Assistant	S-06
Computer Resource Technician	S-08
Crisis Intervention Worker	S-02
Deputy Director of Public Works	M-18

1	Client Services Worker	S-06
2	Equal Opportunity Officer	S-06
3	Geographic Information Systems Coordinator - (M-13)	M-15*
4	*See Management/Technical Pay Schedule	
5	Grants Coordinator	S-12
6	Grants Specialist I	S-06
7	Grants Specialist II	S-08
8	Human Relations Coordinator	M-10
9	Lead Bus Driver	S-04
10	Legal Assistant I	S-05
11	Legal Assistant II	S-09
12	Legislative Drafter	M-11
13	Legislative Research Assistant	S-06
14	Management Analyst	M-12
15	Management Assistant I	M-10
16	Management Assistant II	M-12
17	Media Specialist	S-09
18	Nutrition Project Supervisor	S-06
19	Nutrition Site Worker	S-01
20	Personnel Specialist	S-08
21	Personnel Technician	S-07
22	Position Classification Specialist	M-13
23	<u>PRODUCER/MANAGER</u>	<u>M-11</u>
24	Purchasing Agent I	S-08
25	Purchasing Agent II	S-10

1	Risk Manager - (M-14)	M-16*
2	*See Management/Technical Pay Schedule	
3	Risk Management Assistant	S-08
4	Supervisor of Outreach Programs	M-08
5	Supervisor, Transportation Services	M-10
6	Tourist Development Coordinator	M-10
7	Zoning Hearing Assistant	S-07
8	<u>Building Maintenance Service:</u>	<u>Grade</u>
9	Building Construction and Repair Supervisor	M-10
10	Building Maintenance Worker	S-04
11	Building Maintenance Mechanic I	S-07
12	Building Maintenance Mechanic II	S-09
13	Building Maintenance Supervisor	M-10
14	Chief Custodian	M-05
15	Custodian I	S-01
16	Custodian II	S-03
17	Facilities Attendant	S-04
18	Superintendent of Buildings and Grounds	M-12
19	<u>Clerical Service:</u>	<u>Grade</u>
20	Claims Clerk	S-05
21	Clerk Stenographer I	S-03
22	Clerk Stenographer II	S-04
23	Clerk Typist I	S-02
24	Clerk Typist II	S-04
25	Fixed Asset Control Clerk	S-03

1	Legal Clerk	S-05
2	Mail Room Clerk-Messenger	S-02
3	Office Aide	S-01
4	Personnel Clerk	S-05
5	Secretary	S-05
6	Secretary, Legal/Legislative	S-06
7	Secretary (Typing)	S-04
8	Telecommo-graphics Operator	S-04
9	Timekeeper	S-03
10	<u>Engineering and Related Service:</u>	<u>Grade</u>
11	Chief, Construction Inspection Bureau (Grandfathered)	M-15
12	Chief, Construction Inspection Bureau	M-14
13	Chief Construction Inspector	M-12
14	Chief, Engineering Division	M-16
15	Chief, Environmental Enforcement	M-12
16	Chief, Facilities and Operations Division	
17	(Grandfathered)	M-15
18	Chief, Facilities and Operations Division	M-14
19	Chief, Highways Division	M-15
20	Chief, Land Acquisition	M-13
21	Chief, Solid Waste Management Division	M-15
22	Chief, Traffic and Transportation Division	M-15
23	Chief, Water and Sewer Division	M-16
24	Chief Materials and Testing Inspector	M-12
25	Civil Engineer I	S-11

1	Civil Engineer II	M-13
2	Civil Engineer III (M-14)	M-15*
3	*See Management/Technical Pay Schedule	
4	Construction Inspector I	S-07
5	Construction Inspector II	S-09
6	Construction Inspector III	S-11
7	Drafting Technician I	S-04
8	Drafting Technician II	S-06
9	Drafting Technician III	S-07
10	Drafting Technician IV	S-09
11	Engineering Associate I	S-07
12	Engineering Associate II	S-09
13	Engineering Associate III	S-11
14	Engineering Associate IV	M-12
15	Land Surveyor	M-12
16	Material Inspector I	S-07
17	Material Inspector II	S-09
18	Material Inspector III	S-11
19	Right-of-Way Agent (Grandfathered)	M-11
20	Right-of-Way Agent I	S-09
21	Right-of-Way Agent II	S-11
22	<u>Fiscal and Accounting Service:</u>	<u>Grade</u>
23	Accountant I	M-10
24	Accountant II	M-12
25	Accountant III	M-13

1	Accounting Clerk I	S-05
2	Accounting Clerk II	S-07
3	Accounting Technician	S-09
4	Administrative Budget Technician	M-09
5	Assistant Comptroller	M-12
6	Budget Analyst	M-14
7	Budget Assistant	S-09
8	Cashier I	S-05
9	Cashier II	S-06
10	Chief, Bureau of Accounting	M-14
11	Comptroller	M-14
12	Computer Operations Supervisor	M-11
13	Computer Operator	S-07
14	Computer Operator Trainee	S-05
15	Data Entry Leader	S-05
16	Data Entry Operator	S-04
17	Data Processing Manager	M-16
18	Deputy Treasurer	M-16
19	Internal Auditor I	S-10
20	Internal Auditor II	S-12
21	Programmer	S-09
22	Programmer Analyst	S-12
23	Revenue Control Supervisor	M-10
24	Senior Computer Operator	S-09
25	Supervisor of Cashiers	M-10

1	Systems Analyst - (M-13)	M-15*
2	*See Management/Technical Pay Schedule	
3	<u>Parks and Recreation Service:</u>	<u>Grade</u>
4	Activity Coordinator	S-11
5	Chief of Parks and Facilities	M-14
6	Chief of Recreation	M-14
7	Community Director	S-10
8	Community Leader	S-06
9	District Supervisor	M-12
10	Park Maintenance Crew Leader	H-07
11	Park Maintenance Worker I	H-03
12	Park Maintenance Worker II	H-05
13	Park Naturalist	S-08
14	Park Security Worker	S-05
15	Parks and Facilities Maintenance Supervisor	M-12
16	Program Coordinator for the Handicapped	S-08
17	<u>Planning and Zoning Service:</u>	<u>Grade</u>
18	Chief, Comprehensive Planning	M-16
19	Chief, Current Planning	M-16
20	Graphics Illustrator	S-06
21	Permits Review Supervisor	M-11
22	Planner I	S-10
23	Planner II	S-12
24	Planner III	M-14
25	Planning and Zoning Technician	S-07

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1	Planning Assistant I	S-08
2	Planning Assistant II	S-09
3	Urban Design Specialist	M-14
4	Zoning Administrator	M-13
5	Zoning Inspector I	S-06
6	Zoning Inspector II	S-08
7	<u>Public Safety Service:</u>	<u>Grade</u>
8	Animal Control Warden I	S-05
9	Animal Control Warden II	S-07
10	Chief, Animal Control Services	M-09
11	Chief, Emergency Operations Division	M-15
12	Deputy Chief, Emergency Operations	M-12
13	Emergency Equipment Dispatcher (Entry Level)	S-04
14	Emergency Equipment Dispatcher I	S-06
15	Emergency Equipment Dispatcher II	S-07
16	Emergency Equipment Dispatcher III	S-08
17	Safety Inspector	S-09
18	Safety Officer	M-12
19	<u>Labor and Trades Service:</u>	<u>Grade</u>
20	Assistant Foreman	H-09
21	Assistant Storekeeper	H-03
22	Automotive Mechanic I	H-09
23	Automotive Mechanic II	H-11
24	Automotive Mechanic Helper	H-06
25	Chauffeur-Laborer	H-05

AS AMENDED

1	Equipment Operator I	H-06
2	Equipment Operator II	H-08
3	Equipment Operator III	H-11
4	Laborer	H-01
5	Laborer (Grandfathered)	H-02
6	Laborer/Trades	H-03
7	Lubrication Worker	H-08
8	Maintenance Worker	H-06
9	Storekeeper	H-08
10	Storekeeper/Maintenance Mechanic	H-10
11	Tire Changer	H-03
12	Tractor Trailer Operator	H-07
13	Trades Helper	H-01
14	Traffic Sign Mechanic I	H-02
15	Traffic Sign Mechanic II	H-04
16	Traffic Sign Mechanic III	H-06
17	Utility Worker	H-10
18	Water Meter Mechanic I	H-06
19	Water Meter Mechanic II	H-07
20	Water Meter Mechanic III	H-08
21	Water/Sewer Utility Worker I	H-02
22	Water/Sewer Utility Worker II	H-05
23	Water/Sewer Utility Worker III	H-07
24	Water/Sewer Utility Worker IV	H-09

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1	<u>Public Works Operation Service:</u>	<u>Grade</u>
2	Automotive Equipment Supervisor	M-11
3	Chief, Central Automotive Management Division	M-13
4	Clerk/Dispatcher	S-05
5	Foreman	M-09
6	Highway Maintenance Supervisor	M-11
7	Laboratory Assistant	S-06
8	Laboratory Supervisor	M-10
9	Laboratory Technician	S-08
10	Landfill Attendant	S-02
11	Landfill Attendant Supervisor	M-05
12	Maintenance Clerk	S-05
13	Plant Operator Trainee I	S-05
14	Plant Operator Trainee II	S-06
15	Plant Superintendent, Joppatowne/Perryman	M-12
16	Plant Superintendent, Sod Run	M-13
17	Pre-Treatment Inspector	S-08
18	Pumping Station Mechanic	S-08
19	Road Marking Equipment Operator I	H-06
20	Road Marking Equipment Operator II	H-07
21	Senior Treatment Plant Operator (Joppatowne)	S-08
22	Senior Waste Water Treatment Plant Operator	S-08
23	(Grandfathered)	
24	Senior Waste Water Treatment Plant Operator (Sod Run)	S-09
25	Senior Water Treatment Plant Operator	S-08

1	Shift Supervisor	M-10
2	Sign Fabricator	S-06
3	Sign Fabricator (Grandfathered)	S-07
4	Superintendent (Hwys.)	M-13
5	Superintendent of Highways, Construction & Drainage	M-13
6	Superintendent of Solid Waste Management	M-10
7	Superintendent of Solid Waste Management	
8	(Grandfathered)	M-13
9	Superintendent, Water and Sewer	M-12
10	Superintendent, Water and Sewer (Grandfathered)	M-13
11	Traffic Assistant	S-04
12	Traffic Operations Supervisor	M-11
13	Treatment Plant Operator (Joppatowne)	S-07
14	Waste Water Treatment Plant Operator	S-07
15	Waste Water Treatment Plant Operator (Sod Run)	S-08
16	Water Plant Operator	S-07
17	Water and Sewer Facilities Chief	M-14
18	Water and Sewer Maintenance Supervisor	M-11
19	Water and Sewer Operations Chief	M-15
20	<u>Permits and Inspection Service:</u>	<u>Grade</u>
21	Building Inspector I	S-08
22	Building Inspector II	S-09
23	Building Inspector III	S-11
24	Chief of Building Services	M-14
25	Chief Electrical Inspector	M-13

1	Chief Plumbing Inspector	M-13
2	Electrical Inspector I	S-08
3	Electrical Inspector II	S-09
4	Electrical Inspector III	S-11
5	Environmental Inspector I	S-07
6	Environmental Inspector II	S-09
7	Licensing Clerk	S-05
8	Permits Clerk	S-05
9	Plans Reviewer (Grandfathered)	S-08
10	Plans Reviewer	S-09
11	Plumbing Inspector I	S-08
12	Plumbing Inspector II	S-09
13	Plumbing Inspector III	S-11
14	<u>Exempt Personnel:</u>	<u>Grade</u>
15	County Attorney	E-20
16	Deputy County Attorney	E-17
17	Council Attorney (Part-Time)	E-13
18	Director of Administration	E-21
19	Director of Community Services	E-17
20	Director of Economic Development	E-14
21	Director of Emergency Services Coordination	E-14
22	DIRECTOR OF GOVERNMENTAL AND COMMUNITY RELATIONS	E-15
23	Director of Inspections, Licenses and Permits	E-18
24	Director of Parks and Recreation	E-18
25	Director of Planning and Zoning	E-18

1	Director of Procurement	E-16
2	Director of Public Works	E-20
3	Personnel Officer	E-16
4	Secretary-Administration	E-03
5	Secretary-Community Services	E-02
6	Secretary-County Attorney	E-02
7	Secretary-County Executive	E-04
8	Secretary-Department of Public Works	E-03
9	Secretary-Economic Development	E-01
10	SECRETARY-GOVERNMENTAL AND COMMUNITY RELATIONS	E-01
11	Secretary-Inspections, Licenses and Permits	E-02
12	Secretary-Parks and Recreation	E-02
13	Secretary-Personnel	E-01
14	Secretary-Planning and Zoning	E-02
15	Secretary-Procurement	E-01
16	Secretary-Treasury	E-03
17	Secretary of the Council	E-12
18	Treasurer	E-20
19	Zoning Hearing Examiner (Part-Time)	E-12 <u>E-16</u>

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Special Funded Positions

Sheriff's Office

<u>Law Enforcement:</u>	<u>Grade</u>
CHIEF DEPUTY	L-09
Captain	L-07
Corporal	L-04
Deputy	L-02
Deputy First Class	L-03
Deputy/Recruit	L-01
Lieutenant	L-06
Major	L-08
Sergeant	L-05
<u>Corrections:</u>	
Captain	D-07
Corporal	D-04
Corrections Officer, Recruit	D-01
Lieutenant	D-06
Major	D-08
Officer	D-02
Officer First Class	D-03
Sergeant	D-05
<u>Unranked:</u>	
CLASSIFICATION COUNSELOR	A-05
Crossing Guard	A-00
Nurse (Registered)	A-07

1	Nurse (Licensed Practical Nurse)	A-05
2	Personnel Specialist	A-10
3	Police Communication Manager	A-04
4	Police Communication Officer	A-02
5	Probationary	A-01
6	Cook	
7	Police Communication Officer	
8	Secretary	
9	Records Administrator I	A-06
10	Records Manager	A-10
11	Secretary I	A-02
12	Secretary II	A-03
13	SECRETARY-SHERIFF	X-03
14	Security Guard	A-03
15	Security Guard (Probation)	A-02
16	Senior Cook	A-02
17	Senior Police Communication Officer	A-03
18	Steward	A-04
19	Systems Programmer	A-07
20	(Note: The above positions are funded by Harford County pursuant	
21	to State law and are included as a schedule of payments only; above	
22	listed positions are not Harford County employment positions.)	

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Special Funded Positions**Judicial**Grade

Court Bailiff	C-01
Court Reporter I	C-11
Court Reporter II	C-14
Jury Commissioner	C-09
Law Clerk	C-07
Secretary (Administrative)	C-10
Secretary (Judicial)	C-08
Juvenile Master	C-12
Assistant to Jury Commissioner	C-02
Social Worker	C-13

(Note: The above positions are funded by Harford County pursuant to State law and are included as a schedule of payments only; above listed positions are not Harford County employment positions.)

Special Funded Positions**State's Attorney Office***

Assistant State's Attorney I E-08

Assistant State's Attorney II E-11

Assistant State's Attorney III E-15

Deputy State's Attorney/Senior Trial Assistant E-17

*Salaries and classifications for clerical, administrative, investigative, and other personnel shall be determined by the State's Attorney in conformity with the Harford County Pay and Classification Plan.

(Note: The above positions are funded by Harford County pursuant to State law and are included as a schedule of payments only; above listed positions are not Harford County employment positions.)

1 Section 2. Be It Further Enacted, that this act shall not be
2 codified in the Harford County Code, as amended.

3 Section 3. Be It Further Enacted, that

4 A. Employees covered by the Management/Technical Pay Schedule
5 for fiscal year [1991] 1992 will be covered upon the implementation
6 of this plan effective with the first full pay period in July,
7 [1990] 1991;

8 B. Step increases may be authorized upon completion of the
9 performance appraisal program for Management/Technical employees.
10 In order to be eligible for a step increase, the employee must
11 achieve satisfactory or better performance appraisal.

12 C. Employees who are ineligible for step increases by virtue
13 of being in the last steps of their respective grades will be
14 eligible to move into the first longevity step of their respective
15 grades (M-L1) if they have achieved at least three years of service
16 at the last step of their respective grades.

17 D. Employees who are in the longevity portion of the salary
18 schedule must remain in each longevity step a minimum of three
19 years before being eligible to move into successive longevity
20 steps.

21 E. Longevity steps may be denied if the employee does not
22 achieve a performance appraisal of satisfactory or better in the
23 year when eligible to move into a longevity step.

24 Section 4. Be It Further Enacted, that

1 A. Effective the first full pay period in July, [1990] 1991,
2 employees covered by the Hourly Service Pay Schedule for fiscal
3 year [1991] 1992, who have received a performance appraisal of
4 average or better and who are not at the maximum step rates of
5 their grades, will be eligible to receive one step increase upon
6 implementation of the salary schedule; in order to be eligible for
7 movement into longevity steps, employees must achieve at least
8 three years of service at the last step of their respective grades.

9 B. Employees in the longevity portion of the salary schedule
10 must remain in each longevity step a minimum of three years before
11 being eligible to move into successive longevity steps.

12 C. Longevity steps may be denied if the employee does not
13 achieve a performance appraisal of average or better in the year
14 when eligible to move into a longevity step.

15 Section 5. Be It Further Enacted, that

16 A. Effective the first full pay period in July, [1990] 1991,
17 employees covered by the Salaried Service Pay Schedule for fiscal
18 year [1991] 1992, who have received a performance appraisal of
19 average or better and who are not at the maximum step rates of
20 their grades, will be eligible to receive one step increase upon
21 implementation of the salary schedule;

22 B. In order to be eligible for movement into longevity steps,
23 employees must achieve at least three years of service at the last
24 step of their respective grades.

1 C. Employees in the longevity portion of the salary schedule
2 must remain in each longevity step a minimum of three years before
3 being eligible to move into successive longevity steps.

4 D. Longevity steps may be denied if the employee does not
5 achieve a performance appraisal of average or better in the year
6 when eligible to move into a longevity step.

7 Section 6. Be It Further Enacted, that employees covered by the
8 Exempt Service Pay Schedule who are in the maximum step rates of
9 their grades, may, upon authorization of the County Executive, be
10 authorized payments of one thousand dollars (\$1,000.00) per
11 employee in accordance with Personnel Rules and Regulations for
12 exempt employees.

13 Section 7. Be It Further Enacted, that effective with the first
14 full pay period in July, [1990] 1991, Court system employees will
15 be covered by the Judicial Pay Schedule for fiscal year [1991]
16 1992; step increases for court system employees may be authorized
17 by authority of the Chief Administrative Judge.

18 Section 8. Be It Further Enacted, that

19 A. Effective the first full pay period in July, [1990] 1991,
20 Sheriff's Office employees will be covered by the Sheriff's Office
21 Pay Schedule for fiscal year [1991] 1992.

22 B. The Sheriff may grant step increases on an annual basis
23 based on performance evaluations of meets standards or better.

24 C. In order to be eligible to move into the longevity portion
25 of the salary schedule, the Sheriff's Office employees must achieve

1 a minimum of three consecutive years of service in the last step of
2 their respective grades. Employees who are in the longevity steps
3 must remain in each longevity step for a minimum of three
4 consecutive years.

5 D. Longevity steps may be denied if the Sheriff's Office
6 employee does not achieve a performance appraisal of meets
7 standards or better in the year when eligible to move into a
8 longevity step.

9 Section 9. Be It Further Enacted, that this act is hereby declared
10 to be an Emergency Act, necessary for the proper operation of the
11 County government, and it shall become law on the date it is signed
12 by the County Executive; however, no payments or benefits shall
13 accrue until on or after [7 July 1990] 6 JULY 1991.

14 EFFECTIVE: June 24, 1991
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91-24

BY THE COUNCIL

AS AMENDED

BILL NO. 91-24 (AS AMENDED)

Read the third time.

Passed: LSD 91-19 (June 18, 1991)

Failed of Passage: _____

By Order

Doris Poulsen, Secretary

Sealed with the County Seal and presented to the County Executive
for her approval this 20th day of June, 1991
at 3:00 o'clock P.M.



Doris Poulsen, Secretary

BY THE EXECUTIVE

Eileen M. Lehmann
COUNTY EXECUTIVE

APPROVED:

Date June 24, 1991

BY THE COUNCIL

This Bill, (No. 91-24 As Amended), having been approved by the
Executive and returned to the Council, becomes law on June 24, 1991.

Doris Poulsen, Secretary
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EFFECTIVE DATE: June 24, 1991

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